

Action Verb List

Clerical						
Accumulated	Categorized	Completed	Gathered	Obtained	Purchased	Screened
Approved	Classified	Copied	Generated	Ordered	Recorded	Sorted
Arranged	Coded	Corrected	Implemented	Organized	Registered	Standardized
Assembled	Collected	Distributed	Incorporated	Prepared	Retrieved	Straightened
Assisted	Communicated	Documented	Inspected	Processed	Reviewed	Transcribed
Catalogued	Compiled	Filed	Monitored	Proofread	Scheduled	Updated
Creativity						
Acted	Constructed	Directed	Established	Initiated	Modified	Proposed
Adapted	Created	Discovered	Formed	Instituted	Originated	Revised
Began	Customized	Displayed	Formulated	Integrated	Performed	Shaped
Combined	Designed	Drew	Founded	Introduced	Photographed	Solved
Composed	Developed	Enhanced	Generated	Invented	Planned	Worked
Conceptualized	Devised	Entertained	Illustrated	Modeled	Produced	Wrote
Helping						
Accommodated	Answered	Collaborated	Eased	Helped	Protected	Relieved
Adapted	Arranged	Contributed	Educated	Intervened	Provided	Represented
Advised	Assisted	Cooperated	Encouraged	Listened	Recommended	Resolved
Advocated	Clarified	Counseled	Facilitated	Mentored	Referred	Supported
Aided	Coached	Demonstrated	Guided	Motivated	Rehabilitated	Volunteered
Teaching						
Adapted	Conducted	Developed	Explained	Informed	Persuaded	Supported
Advised	Coordinated	Edited	Facilitated	Instructed	Rated	Taught
Clarified	Corrected	Educated	Focused	Judged	Reviewed	Tested
Coached	Created	Encouraged	Graded	Modeled	Showed	Trained
Communicated	Critiqued	Evaluated	Guided	Motivated	Simulated	Tutored
Analytical & Financial						
Accounted	Approved	Checked	Determined	Inspected	Programmed	Reduced
Acquired	Assessed	Complied	Developed	Inventoried	Purchased	Researched
Adjusted	Audited	Computed	Earned	Managed	Qualified	Resolved
Allocated	Balanced	Conserved	Estimated	Measured	Quantified	Retrieved
Allotted	Bought	Considered	Evaluated	Obtained	Questioned	Reviewed
Analyzed	Budgeted	Corrected	Examined	Planned	Realized	Settled
Appraised	Calculated	Detected	Forecasted	Prepared	Reconciled	Studied
Critical Thinking						
Analyzed	Categorized	Conducted	Discovered	Forecasted	Investigated	Researched
Applied	Charted	Contrasted	Distinguished	Formulated	Observed	Revealed
Appraised	Compared	Designed	Evaluated	Found	Probed	Reviewed
Assessed	Compiled	Developed	Examined	Identified	Questioned	Segmented
Associated	Computed	Devised	Explored	Inquired	Recommended	Solved
Calculated	Conceived	Diagnosed	Focused	Interpreted	Related	Studied
Leadership						
Abolished	Attained	Coordinated	Finished	Influenced	Observed	Represented
Accelerated	Authorized	Counseled	Founded	Initiated	Organized	Reviewed
Accommodated	Chaired	Decided	Fulfilled	Inspired	Overhauled	Scheduled
Accomplished	Charged	Delegated	Generated	Instituted	Overhauled	Selected
Achieved	Combined	Designated	Granted	Integrated	Piloted	Settled
Administered	Commanded	Developed	Guided	Joined	Planned	Started
Advised	Completed	Directed	Handled	Judged	Presided	Strengthened
Analyzed	Confirmed	Elected	Hired	Led	Prioritized	Succeeded
Appointed	Considered	Eliminated	Hosted	Managed	Produced	Supervised
Approved	Consolidated	Enforced	Implemented	Mediated	Proposed	Supported
Arbitrated	Controlled	Enhanced	Incorporated	Motivated	Recommended	Unified
Assigned	Converted	Established	Increased	Navigated	Reorganized	United
Technical						
Adapted	Completed	Determined	Fabricated	Located	Refined	Specialized
Analyzed	Computed	Developed	Formed	Made	Regulated	Standardized
Appraised	Conducted	Devised	Formulated	Maintained	Remodeled	Studied
Assembled	Conserved	Diagnosed	Gathered	Manufactured	Repaired	Summarized
Built	Constructed	Engineered	Inspected	Measured	Replaced	Surveyed
Calculated	Converted	Evaluated	Installed	Operated	Researched	Systematized
Clarified	Created	Examined	Interviewed	Organized	Restored	Tested
Collected	Critiqued	Experimented	Invented	Overhauled	Reviewed	Trained
Compared	Designed	Explored	Inventoried	Produced	Secured	Upgraded
Compiled	Detected	Extracted	Investigated	Programmed	Solved	Utilized

Action Verb List

Organizational						
Achieved	Collected	Eliminated	Improved	Orchestrated	Recorded	Sorted
Administered	Combined	Enforced	Incorporated	Ordered	Reduced	Standardized
Allowed	Compiled	Enhanced	Increased	Organized	Registered	Straightened
Analyzed	Completed	Established	Influenced	Oversaw	Reorganized	Strengthened
Appointed	Consolidated	Evaluated	Initiated	Passed	Replaced	Submitted
Approved	Controlled	Exceeded	Inspected	Planned	Requested	Supervised
Arranged	Convened	Executed	Instituted	Pooled	Reserved	Supplied
Assembled	Coordinated	Expanded	Led	Positioned	Resolved	Systemized
Assigned	Corrected	Filed	Logged	Prepared	Responded	Trained
Assisted	Corresponded	Gathered	Maintained	Presided	Restored	Transformed
Attained	Delegated	Generated	Managed	Prioritized	Reviewed	Traveled
Authorized	Delivered	Grouped	Mentored	Processed	Routed	Updated
Catalogued	Developed	Guided	Merged	Produced	Scheduled	Utilized
Categorized	Directed	Headed	Monitored	Provided	Screened	Validated
Classified	Displayed	Hired	Motivated	Purchased	Secured	Verified
Coded	Distributed	Hosted	Obtained	Recommended	Selected	Wrote
Teamwork						
Accomplished	Composed	Discovered	Fostered	Maintained	Produced	Revised
Achieved	Computed	Displayed	Grouped	Managed	Promoted	Routed
Acquired	Conceived	Distributed	Guided	Marketed	Protected	Scheduled
Adapted	Conducted	Educated	Identified	Mediated	Provided	Searched
Administered	Confronted	Employed	Illustrated	Modeled	Publicized	Selected
Advised	Consolidated	Encouraged	Implemented	Modified	Purchased	Served
Allocated	Constructed	Endured	Imposed	Monitored	Recommended	Shared
Analyzed	Contacted	Enlisted	Improved	Motivated	Recorded	Solicited
Arranged	Contributed	Entertained	Increased	Negotiated	Recruited	Solved
Articulated	Convened	Established	Influenced	Observed	Regulated	Stimulated
Assembled	Coordinated	Estimated	Informed	Obtained	Reinforced	Studied
Assessed	Corresponded	Evaluated	Initiated	Operated	Rendered	Succeeded
Assigned	Counseled	Examined	Instilled	Organized	Repaired	Suggested
Changed	Created	Exchanged	Instituted	Outlined	Reported	Supervised
Clarified	Critiqued	Executed	Instructed	Oversaw	Represented	Supported
Coached	Delegated	Exercised	Interpreted	Participated	Reproduced	Synthesized
Collaborated	Delivered	Exhibited	Intervened	Performed	Researched	Taught
Collected	Demonstrated	Expanded	Interviewed	Persuaded	Resolved	Tested
Communicated	Designed	Experimented	Investigated	Planned	Responded	Trained
Compared	Determined	Explained	Judged	Predicted	Restored	Translated
Competed	Developed	Facilitated	Lectured	Prepared	Retained	Tutored
Compiled	Diagnosed	Focused	Listened	Presented	Retrieved	Updated
Completed	Directed	Forecasted	Located	Processed	Reviewed	Verified
Communication						
Addressed	Communicated	Described	Formulated	Listened	Prepared	Requested
Advertised	Composed	Developed	Incorporated	Marketed	Presented	Resolved
Advised	Condensed	Directed	Influenced	Mediated	Promoted	Responded
Agreed	Conferred	Discussed	Informed	Moderated	Proposed	Simplified
Answered	Consulted	Drafted	Inquired	Motivated	Publicized	Solicited
Arbitrated	Contacted	Edited	Interacted	Negotiated	Questioned	Specified
Arranged	Conveyed	Elicited	Interpreted	Notified	Recommended	Suggested
Articulated	Convinced	Endorsed	Interviewed	Observed	Reconciled	Summarized
Asked	Corresponded	Enlisted	Involved	Outlined	Recruited	Synthesized
Authored	Counseled	Explained	Joined	Participated	Referred	Translated
Clarified	Debated	Expressed	Judged	Persuaded	Reinforced	Traveled
Collaborated	Defined	Filtered	Lectured	Portrayed	Reported	Wrote
Initiative						
Adapted	Anticipated	Commenced	Examined	Included	Organized	Reworked
Activated	Assisted	Completed	Expected	Initiated	Planned	Served
Added	Attached	Confronted	Familiarized	Inserted	Predicted	Settled
Adjusted	Attempted	Counted	Fixed	Launched	Prepared	Started
Adopted	Began	Embarked	Foresaw	Led	Reinstated	Structured
Altered	Challenged	Embraced	Helped	Managed	Renovated	Undertook
Analyzed	Changed	Estimated	Implemented	Ordered	Restored	Volunteered
Miscellaneous						
Accepted	Accomplished	Acknowledged	Allowed	Believed	Performed	Succeeded
Acclaimed	Achieved	Admitted	Attended	Fulfilled	Recognized	Understood